

# Student Handbook



**TYRANNUS ONLINE SEMINARY**  
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## 1. STUDENT AFFAIRS

### 1.1 Admission Requirements

#### 1.1.1 All applicants must:

- SPM minimum Grade 2
- Christians in good standing with their churches
- Letter of recommendation from local church pastor
- Proficiency in the language necessary for the course (English or Chinese)

#### 1.1.2 Non-matriculated Student:

Applicants who do not meet the formal academic requirements but are 25 years or older may be considered for admission as mature-age students. Admission is based on:

- Minimum of two years of working experience
- Three years of ministry experience,
- A pastoral reference with evidence of capacity to engage in theological studies.

1.1.3 Non-matriculated students may enrol for up to 9 credits. Further study requires formal program admission.

## 1.2 Church Endorsement and Conduct

1.2.1 All students must maintain ongoing spiritual oversight from their home church. Any change in church affiliation must be reported to the Dean of Students.

1.2.2 Students are expected to uphold a lifestyle consistent with Christian ethics and the values of TOS.

## 1.3 Registration, Fees and Bursary

1.3.1 Course registration must be completed via the TOS student portal by the published deadlines.

1.3.2 Full tuition payment is required at the time of registration. Students with outstanding fees may be denied access to courses or assessments.

1.3.3 Refund Policy: TOS does not offer refunds for course withdrawals. However, if a student withdraws before the second-class session, the paid course fee may be credited toward a future course, subject to approval by the Academic Office.

#### 1.3.4 Current tuition fee structure:

- Credits, per course RM450, USD 150
- Audits, per course RM150, USD 50
- One-time Registration fee for Credit Student: RM 100/ USD 30

#### 1.3.5 Bursary

- Students who have difficulty with the Course Fee may contact the Principal to receive help from the TOS Bursary/Dean of Students.
- Bursary help is evaluated on a case-by-case basis by the Principal or the Dean.

### 1.4 Academic Integrity

1.4.1 Academic honesty is foundational to theological education. All students are expected to complete assessments with integrity. Acts of academic misconduct include, but are not limited to:

- Plagiarism (using someone else's work or ideas without proper acknowledgment)
- Collusion (unauthorized collaboration with others)
- Falsification of data or sources
- Submitting work that is not one's own
- The unapproved use of generative Artificial Intelligence (AI) tools in assessments



### 1.4.2 Plagiarism

Plagiarism is a serious offence in academic research and writing; and inTOS we want to inculcate an awareness and the necessary discipline to write with proper citations. However, undergraduates sometimes lack the needed proficiency, leading to unintentional plagiarism and incorrect citation. It is our policy to correct this by taking matters up with the students as the first course of action and not to fail a student at the first instance. In cases of habitual plagiarism, the student should be reported to the Academic Dean for disciplinary action.

### 1.4.3 The Use of Artificial Intelligence (AI)

The use of AI to help do assignments is an expected practice now and in the future. As such, this matter must be raised to students proactively. An assignment that is generated from AI and presented verbatim is not acceptable and is culpable for failure if discovered. AI can be used to help in the writing and refining of assignments but the synthetical work should be done by the student after he has processed all information from different resources, including information generated from AI.

Some proactive steps to detect AI generated work submitted by students are:

- Give an on-the-spot short writing assignment to students at the beginning of the course (50-100 words) that is done on Google Docs synchronously in a limited time. If on-site or face-to-face real-time writing, it is best submitted in handwritten form. This will be used as a base-line reference to the student's writing style and language capability.
- Not prohibiting the use of AI but stipulating clearly upfront the following guidelines to students:

o Understand the Assignment: Make sure you comprehend the requirements and learning objectives of the assignment before using AI tools.

o Use AI as a Tool, not a Substitute: AI can assist with research, data analysis, and generating ideas, but the final work should reflect your understanding and effort.

o Cite Sources Properly: Students may use an AI tool for initial exploration of a topic. In this case, the tool's name and usage must be acknowledged in the assignment.

o If you use AI-generated content or insights, cite them just as you would any other source to give credit and avoid plagiarism.

Acknowledging AI use:

If AI is used under one of the above conditions, the following format must be added after the “Works Cited” section in the assignment document:

Use of AI

Initial research conducted using [AI tool name] on [date(s)]. [AI tool name] was used to [briefly describe purpose].

Example: Use of AI

Initial research conducted using ChatGPT4 on 23 and 25 September 2023.

ChatGPT4 was used to identify scholarly perspectives on the historicity of Adam.

o Review and Edit: Even if AI helps draft some content, always review and revise it to ensure clarity, coherence, and alignment with assignment requirements. Furthermore, the writing should reflect your thinking, conclusions, and style. Generally, the language used should align with your level and standard of language capabilities (not exceeding it entirely which would indicate an insincere submission of work).

o Seek Clarification: If uncertain, ask your instructor about the appropriateness of using AI tools for specific assignments.

o Learn from AI: Use AI experiences to deepen your understanding of the subject matter, not just to complete tasks.

o Exercise integrity before the Lord: Such integrity in submitting assignments is vital for moral and ethical values that reflect our belief in doing all things for the glory of God. “Whatever you are doing, work at it with enthusiasm, as to the Lord and not for people.” (Colossians 3:23).

o Others: Add on other personal expectations as necessary.

- Give examples of inappropriate use of AI to clarify if students ask specifically.
- Just like in the case of plagiarism, correction and reform is the desired end in

cases of inappropriate use of AI. Such cases should be reported to the Dean of studies and tracked by him or her. Where unapproved AI usage is suspected, TOS reserves the right

to request evidence of the assignment development process (e.g., document history or draft revisions). Failure to comply may result in academic penalties or disciplinary action, including failing the assessment or suspension.

## 1.5 Consequences of Academic Misconduct

### 1.5.1 Detection & Remediation Process

When an assignment is suspected of academic misconduct (e.g., plagiarism or unauthorized A1 use), the following steps apply:

#### 1) Flag and Notify

- The assignment is identified and formally flagged for review.
- The facilitator notifies the student of the concern.

#### 2) Counselling

- The facilitator meets with the students to explain the nature of the issue, review relevant sections of the Student Handbook, and outline expectations.

#### 3) Opportunity to Remedy

- The student is given one chance to revise and resubmit the assignment within a defined timeframe (normally within the same term).
- Lecturers should ensure they have received the Handbook orientation on handling misconduct and understand the grading implications.



#### 4) Downgrade to Audit

- If the student fails to produce a satisfactory revision, the course registration is downgraded to an audit status (no credit earned).

#### 5) Retake Option

- Once the student has fulfilled all remedial requirements, they may retake the course for credit in a subsequent term.

#### 1.5.2 Offence-Based Sanctions

Sanctions escalate based on the number of confirmed offences (counted cumulatively over the student's programme).

First Offence	Formal written warning Opportunity to revise without grade penalty (per 1.5.1)
Second Offence	Suspension from all studies for two terms (approximately eight months)
Third Offence	Termination of enrolment in the current programme of study

#### 1.6 Student Grievance Policy

- Students who egregiously violate the Student Code of Conduct (1.9) or have acted in a way that brought or threatens to bring disrepute to the name of TOS, will be dismissed, summarily if necessary, and any remaining fees will not be returned.
- Students with any other grievance must write to the Student Counsellor or Dean of Students, first stating their case as precisely as possible.



## 1.7 Library

- There is an on-site library with about 8,000 books both in English and Chinese. It is open to the public and usage is free.
- There is an E-Library being set up. Links to e-books in English, Chinese and BM can be found in TOSLMS website.
- Students will also be able to access BiblioTech e-library which TOS is in the process of subscribing annually. There are 600 core books curated for the users and students can use the translation program in the app to translate from English to Chinese and BM. <https://bibliotechsl.com/>

## 1.8 Accreditation

TOS is presently an Associate Member of Asia Theological Association (ATA) which is an institution committed to monitor and grant accreditation to preserve evangelical standards in Christian education.

## 1.9 Student Code of Conduct

TOS believes that the decisions we make reflect our values we cherish for our Lord Jesus Christ, that is, we are at all times motivated by RESPECT, HUMILITY, and KINDNESS. As such students are expected to comply with all TOS policies, rules, and regulations; and seek clarification if necessary. TOS Student Code of Conduct includes:

1.9.1 Students are expected to uphold the highest standards of academic integrity. Cheating, plagiarism, or any other form of academic dishonesty will not be tolerated.

1.9.2 Students are allowed to use generative information technology (i.e. AI or “artificial intelligence”) in a responsible manner to aid in their education. However, students are not to pass off a generated text as their own.

1.9.3 Students should communicate respectfully with their peers, instructors, and staff. Any form of harassment, bullying, discrimination, or disrespect will not be tolerated. When in class, the student must have the camera switched on.

1.9.4 Students should strive to embody the values of the Christian faith, including love, compassion, honesty, and humility in their everyday conduct. This includes appropriate language, attire, and behaviour in social media.

1.9.5 Students are expected to respect the confidentiality of others. They must not disclose any confidential or personal information of fellow students, faculty, or staff, without their explicit consent.

1.9.6 Students are expected to attend and participate in all class sessions and complete all assigned work on time. Students are to be punctual, meet deadlines, and respond to emails in a timely manner. Any unexcused absences or incomplete work will negatively impact their grades.

1.9.7 TOS values diversity and inclusivity. Students should respect and appreciate the diversity of cultures, beliefs, and opinions within TOS community. Discriminatory behaviour based on race, gender, denomination, physicality, or any other personal characteristic will not be tolerated.

1.9.8 Students are expected to use communication technology responsibly and for legitimate purposes only. They may not engage in activities that are illicit, unethical, or in any way endanger the technological and information infrastructure of TOS.

1.9.9 Students are expected to respect the property of TOS, including physical property and intellectual property. They must not damage, steal, or use any seminary property without proper permission.

1.9.10 Violations of this Code of Conduct may result in disciplinary inquiry. The nature and severity of the violation will determine the appropriate course of action to be taken which may include expulsion from TOS

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